

CONTRACT INSTRUCTOR CRITERIA
Community Emergency Response Team
Program Manager E0427

CERT Program Manager Course Overview

CERT Program Manager Contract Instructor Requirements

Contract instructors for the CERT program are expected to deliver course presentations (lectures), participate and evaluation of students in Teach-back sessions, and facilitate group meetings. The CERT Program Office recommends that instructors for CERT Program Manager course are recruited and selected based on the following qualifications:

- Completion of the CERT Basic Training course
- Completion of the CERT Train-the-Trainer course
- Completion of the CERT Program Manager course
- Extensive CERT program management experience

Along with the above qualifications, for state-sponsored deliveries, the following is required:

- State-level approval

CERT contract instructor requirements shall include the successful completion of the following courses:

IS-0700 (An Introduction to NIMS);

IS-0800B (An Introduction to the National Response Framework;

ICS-0100 (Introduction to ICS);

ICS-0200 (ICS for Single Resources and Initial Action Incident);

Selection of CERT Program Manager Contract Instructors

Applicants must meet the established criteria to be considered. Those not meeting the basic criteria outlined in this document will not qualify for consideration. Application packages from individuals meeting the basic criteria will be reviewed based on the following documented knowledge and experience in CERT Programs:

- Applicants must submit a resume with job history indicating level of CERT experience and extent of responsibility and authority.
- Applicants must provide two written letters of reference: one job-related reference and one from an organization for whom the applicant has provided instruction.
- Applicants must provide a brief narrative (no more than two pages) addressing knowledge, skills, and abilities that demonstrate subject matter experience (as described).
- Applicants must provide evaluations (source documents) from three previous instructional deliveries, or a one hour video of a previous instructional delivery. The video should be CD or DVD format and show a presentation where there was interaction between the instructor and the class.

Selection Process

Complete application packages will be reviewed and evaluated by the CERT Preparedness Branch Staff in consultation with CERT Program Office. Applicants who are determined to be qualified will be added to the Qualified Bidder's list upon successful completion of a Security Background investigation.

Contract Instructor Performance Requirement

Contract Instructors whose Statements of Work (SOWs) include a classroom presentation must maintain a cumulative average rating of 3.0 (Scale of 1 to 5) on student evaluations in the "Quality of Instruction" categories for the module taught. In addition, Contract Instructors acting in classroom will be evaluated by the Course Manager. in the following areas:

- Knowledge of subject.
- Attainment of student participation.
- Fostering of collaborative, team-based learning.
- Presentation of engaging lectures.
- Provision of relevant responses to student questions.

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- Supplementation of course materials with examples of current issues, trends, and/or case studies from contractor's experience/expertise.
- Adherence to assigned unit objectives, the Instructor Guide, and agenda timelines.
- Timely submission of materials for review prior to conduct of course (as applicable) and specified in the Scope of Work.

- Adherence to [NETC Instruction 1100.1](#), "Conduct on the NETC Campus" and [U.S. Fire Administration Human Dignity Statement](#).

Contract Instructors who fall below minimum standards will be evaluated by the Preparedness Branch Instructors to determine future eligibility. Sustainable allegations of violations of FEMA, NETC, EMI, or Course Manager standards of conduct is a basis for removal from the Qualified Bidder's List.

Demonstrated effectiveness instructing at the fully professional level in an active training environment

For a course in which you are a primary instructor:

- *Preferred:* Applicants must demonstrate successful completion of a recognized educational methodology course and have experience determining or managing training needs for an organization.
- *Minimum:* Applicants must demonstrate successful instructional delivery to adult learners for local, regional, State, Federal, private sector and/or nongovernmental emergency management/homeland security training programs, or at colleges/universities. Applicant must demonstrate excellent communication and interpersonal skills. Applicants must demonstrate proficiency in the facilitation of small work groups.

Education

- *Preferred:* A bachelor's degree in emergency management, homeland security, public administration, political science or related field.
- *Minimum:* Consideration will be given to those candidates who do not meet the academic requirement, but who have broad progressive CERT training, administrative and leadership experience.

Demonstrated Subject Experience

- *Preferred:* Five (5) years of experience as a CERT Basic Instructor. Extensive experience and success as an instructor, and managing training programs and instructor teams.
- *Minimum:* Three (3) years of experience as a CERT Basic Instructor. Experience and success as an instructor and managing training programs and instructor teams.